

City of St. Louis Treasurer's Office



Request for Proposals

Parking and Revenue Control System

Proposals due no later than 3:00 p.m., September 4, 2015

1) Opening Statement

The City of St. Louis Treasurer's Office ("Office") seeks to contract with a manufacturer or authorized dealer of parking garage revenue control equipment ("Vendor") to replace the existing equipment and to provide on-going service of such garage revenue control equipment at the Kiel Center Garage ("Kiel Garage") located at 1515 Clark Avenue, in Downtown St. Louis, the City Hall Parking Lot ("City Hall Lot") located at 1201 Clark Avenue, and the Williams Paper Lot ("Williams Lot") located at 318 South 16th Street. The garage and lots are centrally controlled from the Parking Office located inside the Kiel Center Garage. Disposal of the existing equipment is also required.

The Kiel Garage is connected to the Scottrade Center, which holds approximately 100 events, including, but not limited to, St. Louis Blues games, concerts, and NCAA tournaments. In addition to event usage, there are approximately 430 monthly parkers who use the Kiel Garage. The Kiel Garage has three lanes for both the Clark Avenue entrance and the 16th Street entrance.

The City Hall Lot is used for both visitors and City of St. Louis employees during the day. Due to the lots close proximity to the Kiel Garage, it is used for events at Scottrade Center, Peabody Opera House, Busch Stadium, and large festivals. This lot has 432 spaces. The City Hall Lot has three lanes for the Clark Street entrance, two lanes for the Tucker Street entrance, three lanes for the 14th Street entrance and two lanes for the Washington Square entrance.

The Williams Lot, located across the street from the Kiel Garage, is used primarily for daily transient parking with 130 monthly parkers. The Williams Lot is also used during Blues games, concerts, and other events at the Scottrade Center. This lot has 252 total spaces. The Williams Lot has two lanes for the 16th Street entrance and one lane for the Spruce Street entrance.

With this solicitation, the Office intends to award one contract and does not anticipate awards to multiple companies. Regardless, the Office reserves the right to make multiple, partial or no awards.

2) Scope of Services

a) Equipment System

The successful Vendor will install new revenue control equipment ("Equipment") for the garage to replace all existing equipment. This includes dismantling, removing and disposing of all existing equipment that is being replaced as well as installed (including labor and materials). Also included are any minor modifications or upgrades to the infrastructure of the garage in order to provide for the proper use and function of the equipment.

The Office requires that the base bid include, at a minimum, replacement of all equipment listed on **Exhibit 1** (attached). The Vendor must specify in its proposal all equipment that will be used, including product specifications and photos. Operations manuals and training are to be included at no additional costs. In addition, the Vendor may propose multiple items for any of the required items; however, the Vendor must describe any difference in the specifications and pricing for the alternatives.

In addition to the required base bid components and capabilities listed on the attached exhibit, the Vendor may also include proposals with additional equipment and services. Proposals including equipment and services beyond the scope of **Exhibit 1** should provide the overall costs of the proposed Equipment and the individual pricing for additional a la carte pricing. The Office will have the option to decide which, if any, items to include in the final equipment purchase. Additional equipment/and or services include, but are not limited to the following:

- Additional Cashier Stations (fee computer, printer/validator, fee display), priced per each, Office will have the option to purchase up to three additional;
- Additional pay on foot pay stations (wall mounted adjacent to cashier area, cash and credit card), priced per each, Office will have the option to purchase up to one additional;
- Additional pay on foot pay stations (stand along kiosk, credit card only), priced per each, Office will have the option to purchase separately;
- Online validation capability, including the price per each of any additional equipment required;
- In-lane assist camera system with one camera at each entry/exit lane. The system should interface with the existing camera system (Webgate 16 Channel DVR Analog);
- Pay on entry capability, including the price per each of any additional equipment required;
- In-out passes capability for select customers such as patrons at hotels in the area;
 1. Multiple use; value pass capability;
 2. Remote pre-purchase capability;
 3. Smart phone payment capability; and
 4. Radio Frequency Identification (RFID) credit card payment capability.

b) Warranty and Maintenance Plan

Vendors should provide a description of the warranty coverage and a service/maintenance plan for the Equipment. An initial warranty period of at least two (2) years protection should be added at no additional cost. Proposals should also provide a plan for emergency service repairs and specify which repairs are covered under the service/maintenance plan. Vendors should also provide an option to purchase additional warranty coverage for the Equipment.

c) Compliance

Qualified vendors are required to submit information showing the following:

- (1) Proof vendor is an authorized dealer of Equipment if they are not the manufacturer of such equipment;
- (2) Cardholder Information Security Program (CISP) compliance, certifying equipment exercises industry standard protocols to ensure data security through the Payment Card Industry (PCI) Data Security Standard (DSS); and
- (3) Americans with Disabilities Act (ADA) and American National Standards Institute compliance.

3) Qualification Requirements and Proposal Format

The responses to the RFP shall be limited to 20 pages (10 pages if both sides of the page are utilized). Pictures and photo examples of equipment shall not count towards the page limit. Responses should include the following information:

1. A summary of the proposal;
2. The history and company profile of the vendor(s);
3. A summary of recent (past three years) PARCS installations completed by the vendor(s);
4. The Scope of Services/ Installation and Warranty Maintenance Plan Information
5. Compliance Information;
6. Three references for PARCS installations completed by the vendor; and
7. Point of contact for sales and maintenance issues.

The Office reserves the right to reject any or all proposals with no penalty. The Office has the right to waive immaterial defects and minor irregularities in any submitted proposal.

The following are the key criteria that will be used to evaluate the proposals:

Topic	Number of Points
Pricing	30
Quality of Equipment	20
References	10
Warranty and Services	25
MBE/WBE participation	15
Total	100

4) Schedule

The following is a listing of key proposal and project milestones:

RFP Release	August 4, 2015
Onsite Walkthrough	August 14, 2015*
Vendors to Submit Questions	August 17, 2015
City Response to Questions	August 21, 2015
Proposals due	September 4, 2015
Selection Announced	September 11, 2015

*Vendors are invited for a voluntary walkthrough to see the existing equipment on August 14, 2015 at 10 a.m. If your organization is interested in participating please RSVP to Connie Ali at AliC@stlouis-mo.gov no later than 5 p.m. on August 12, 2015.

5) Proposal Due Date and Location

RFP proposals are due no later than **3:00 p.m. on September 4, 2015** at the following location:

**City of St. Louis
Treasurer's Office
1200 Market Street, Room 220
St. Louis, MO 63103**

The envelope with the RFP proposal must reference the RFP and project: “**Proposal for Parking and Revenue Control Systems.**” Vendors must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive. ***Late proposals will not be accepted.***

Public access to proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (610.021, RSMo), and regulations adopted pursuant thereto.

6) Department Contact / Requests for Clarification

Prospective Vendors may direct questions **in writing only** to:

**Carl Phillips
Parking Administrator
Email: phillipsca@stlouis-mo.gov
Fax: 314-622-4246**

All questions are due no later than August 10, 2015. Questions will be answered in writing no later than August 14, 2015, and will be sent to all Vendors, as well as, posted on our website at <http://www.stlouis-mo.gov/government/departments/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

Exhibit 1 (Page 1 of 6)

Kiel Center Garage – Current Equipment layout.

Parking Office

Revenue Control and Reporting PC with Printer

Clark Ave Entrance /Exit

Entrance Lane

Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Garage Full Sign

Center Reversible Lane

Entrance Mode
Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Exit Mode
Exit Gate with Gate Arm
Card Reader
Opening and Closing loops
After hour Card Reader located outside of building.

Exit Lane

Card Reader
Exit Gate with Gate Arm
Opening and Closing loops

Booth Equipment

Fee Computer
Ticket printer/validator
Fee Display

16th Street Entrance /Exit

Entrance Lane

Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Garage Full Sign

Exhibit 1 (Page 2 of 6)

Center Reversible Lane

Entrance Mode
Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Exit Mode
Exit Gate with Gate Arm
Card Reader
Opening and Closing loops
After hour Card Reader located outside of building.

Exit Lane

Card Reader
Exit Gate with Gate Arm
Opening and Closing loops

Booth Equipment

Fee Computer
Ticket printer/validator
Fee Display

Exhibit 1 (Page 3 of 6)

City Hall Lot – Current Equipment layout.*

**All equipment is controlled from the master server located in the Parking Office in the Kiel Center Garage.*

Clark Ave Entrance /Exit

Entrance Lane

Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Lot Full Sign

Center Reversible Lane

Entrance Mode
Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Exit Mode
Exit Gate with Gate Arm
Card Reader
Opening and Closing loops

Exit Lane

Card Reader
Exit Gate with Gate Arm
Opening and Closing loops

Booth Equipment

Fee Computer
Ticket printer/validator
Fee Display

14th Street Entrance /Exit

Entrance Lane

Ticket Dispenser
Entrance Gate with Gate Arm
Card Reader
Opening and Closing loops
Lot Full Sign

Exhibit 1 (Page 4 of 6)

Center Reversible Lane

Entrance Mode

Ticket Dispenser

Entrance Gate with Gate Arm

Card Reader

Opening and Closing loops

Exit Mode

Exit Gate with Gate Arm

Card Reader

Opening and Closing loops

Exit Lane

Card Reader

Exit Gate with Gate Arm

Opening and Closing loops

Booth Equipment

Fee Computer

Ticket printer/validator

Fee Display

Override gate up buttons for Washington Square equipment

Equipment video monitor for Washington Square Entrance

Intercom for two way communications for Washington Square equipment

Tucker Ave Entrance /Exit

Entrance Lane

Ticket Dispenser

Entrance Gate with Gate Arm

Card Reader

Opening and Closing loops

Lot Full Sign

Exit Lane

Card Reader

Exit Gate with Gate Arm

Opening and Closing loops

Exhibit 1 (Page 5 of 6)

Washington Square Lot – Current Equipment layout.

**All equipment is controlled from the master server located in the Parking Office in the Kiel Center Garage.*

Entrance Lane

Entrance Gate with Gate Arm

Card Reader

Opening and Closing loops

Intercom for two way communications with 14th Street booth

Pole mounted Video Camera

Exit Lane

Card Reader

Exit Gate with Gate Arm

Opening and Closing loops

Intercom for two way communications with 14th Street booth

Exhibit 1 (Page 6 of 6)

Williams Paper Lot – Current Equipment layout.

**All equipment is controlled from the master server located in the Parking Office in the Kiel Center Garage.*

16th Street Entrance Lane

Entrance Gate with Gate Arm

Card Reader

Opening and Closing loops

Intercom for two way communications with Kiel Center Garage Office

16th Street Exit Lane

Card Reader

Exit Gate with Gate Arm

Opening and Closing loops

Intercom for two way communications with Kiel Center Garage Office

Spruce Street Exit Lane

Card Reader

Exit Gate with Gate Arm

Opening and Closing loops